

Main Menu and Additional Profile Data (Timekeepers)

WebTCAS Main Menu

Annotations for the WebTCAS Main Menu:

- Employee Options:**
 - Edit Timesheet CY 2001 PP11 (Submitted)
 - Edit Timesheet CY 2001 PP12 (Draft)
 - Print or View Timesheet
 - View Master Record
 - Update Profile
 - Employee Timesheet Summary Report
- Timekeeper Options:**
 - Timekeeper: Jones, Sandy L.
 - Timekeeper's Screen -- CY2001 PP11
 - Timekeeper's Screen -- Other PP
 - Prepare a Corrected T&A
 - Employee Timesheet Summary Report
 - Leave Audit Report
 - NFC Transmit Status Report
- System Information:**
 - Pay Period 12: Jun. 18, 2001
 - WebTCAS System Notes
- Employees:**
 - Timesheet for Pay Period 11 should be submitted by Jun. 18
- Timekeepers:**
 - Transmit Week for Pay Period 11 and any Corrected T&A's
 - First Week in Pay Period 12
- Buttons:**
 - New to WebTCAS?

Additional annotations:

- Your email and phone from CAMS: sjones@nrns.usda.gov 970-295-5555 ext237
- Edit and/or look at your own timesheet, master record, or profile
- Select the timekeeper if you are working as a timekeeper's backup
- Review employee records for the current pay period being processed
- Look at employee records for other pay periods
- Correct a timesheet
- This report summarizes all timesheets submitted during a calendar year
- Request a leave audit report
- Find out what records have not yet been sent to NFC
- Notices and reminders for both employees and timekeepers

Additional Profile Information Needed

Annotations for the WebTCAS Profile page:

- Backup Timekeepers:**
 - Brady, James
 - Miller, Betty
- T&A Contact Pt:**
 - 16 01 0200 20
- Sort Employee Lists by:**
 - Last Name

Additional annotations:

- Identify your backups
- Identify your T&A Contact Point data (will be included on all employee T&A records sent to NFC)
- Select your sort preference for the Record Maintenance and Status screen